



# OFFICE OF THE CLERK/TREASURER

## City of Burlington

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### BOARD OF FINANCE

AUGUST 30, 2010

### MINUTES

Mayor Kiss convened the meeting of the Board of Finance at 5:12 p.m. with all members present.

#### 1. Agenda

The agenda was amended by adding the following items:

- 1.5. Champlain Parkway Design Contract Amendment
- 7. Hiring of Assistant CAO for Management

#### 1.5. Champlain Parkway Design Contract Amendment

The Board reviewed a memo from the Department of Public Works proposing an amendment to the contract for the design of the Champlain Parkway to bring the contract to a current level reflective of work incurred and proposed since the last contract amendment in 2003. The proposed amendment is \$2,163,054 for a total amended contract of \$5,768,063 to be Federally-funded or 95% and State-funded for 3% with a local share of 2% equal to the current funding level of \$43,261 in the FY 2011 budget. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed amendment and to recommend to the Council approval of the same. The motion passed unanimously.

#### 2. Burlington International Airport:

##### A. Land Lease to South Burlington for Dog Park

The Board reviewed a proposed contract for the City of South Burlington to lease land from the Airport for a public dog park. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed lease and to recommend approval of the same to the City Council. The motion passed unanimously.

##### B. Lease Space to Transportation Security Authority

The Board reviewed a proposed lease to provide space in the Airport lease for \$103,000 annually to the Transportation Security Authority. CAO Leopold made a motion, seconded by Councilor Paul, to approve the proposed and to recommend approval to the same of the City Council. The motion passed unanimously.

**C. Taxiway C Extension: Contract with S.D. Ireland**

The Board reviewed proposed amendments to the contracts for the extension of Taxiway C to include an additional \$285,233 for S.D. Ireland for construction and \$66,486 to Campbell and Parrot for engineering services with the costs to be paid from an Airport Improvement Project grant. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed contract amendments and to recommend approval of the same to the City Council. The motion passed unanimously.

**D. Land Acquisition AIP-84 Lindberg**

The Board reviewed a request by the Airport for authorization to purchase 3 Patrick Street for the current fiscal year land acquisition program. CAO Leopold made a motion, seconded by Councilor Wright, to approve the request and to recommend approval of the same to the City Council. The motion passed unanimously.

**3. Community and Economic Development Office:**

**A. Purchase of a new copier for CEDO/Payroll/Mayor**

The Board reviewed a request from the Community and Economic Development Office for authorization to purchase and lease/purchase finance a copying machine for the office. CAO Leopold made a motion, seconded by Councilor Wright, to approve the acquisition of a Kyocera copier through Symquest and to lease/purchase finance the acquisition under the City's Master Lease Program for Fiscal Year 2011. The motion passed unanimously.

**B. Moran Center Project: Nomination to the National Register of Historic Places**

The Board reviewed a request by CEDO Director Kupferman for approval to nominate the Moran Center Project to the National Register of Historic Places. Councilor Wright made a motion, seconded by Councilor Keogh, to postpone consideration of this request pending research by CEDO Director Kupferman on the ramifications of such a nomination in the event that the Moran Center Project did not proceed. The motion passed by a vote of four in favor and one opposed, with the Mayor voting against the motion.

**C. Amendment to White and Burke Contract**

The Board reviewed a request from the CEDO Director to increase the contract for White and Burke by \$71,500 to a maximum of \$215,500 for the continued project development services by David White. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed contract amendment and to recommend to the Council approval of the same. The motion passed unanimously.

**4. Burlington Fire Department:**

**A. Fire Truck Bond**

The Board reviewed a request and proposed resolution from the Fire Department for authorization to purchase two new vehicles for the Department for \$997,000 pursuant to the recently approved bond authorization for a new pumper and aerial quint apparatus. CAO Leopold made a motion, seconded by Councilor Keogh, to approve the request and to recommend to the Council approval of the same. The motion passed unanimously.

## **B. USAR Training Drill Grant**

The Board reviewed a request from the Fire Department to accept a grant of \$4,416 to increase the total grant for training programs for the Department to \$6,448. CAO Leopold made a motion, seconded by Councilor Wright, to approve the proposed grant acceptance and budget amendment and to recommend to the Council approval of the same. The motion passed unanimously.

## **5. Proposed Appropriation for Art Hop**

The Board reviewed a recommendation by Mayor Kiss for an appropriation of \$5,000 as an amendment to the FY 2011 Budget for the purpose of providing financial support for the Art Hop of the South End Arts and Business Association (SEABA). CAO Leopold made a motion, seconded by Councilor Keogh, to approve the proposed appropriation and to recommend to the City Council approval of the same. The motion passed unanimously.

## **6. Burlington Telecom: Reorganization Recommendations**

The Board reviewed a communication from the Human Resources Department regarding a proposed reorganization in Burlington Telecom which would eliminate the position of Division Manager for Business and revise the pay scales for the Division Manager for Government and Regulatory Affairs and the Division Manager for Facility Engineering, Construction and Operations and the Senior Accountant position in the Clerk/Treasurer's Office which provides accounting services to BT. The proposed reorganization and pay classifications would create a net savings in payroll of \$40,426.92 not including the cost of benefits for the eliminated position. Councilor Keogh made a motion, seconded by Councilor Wright, to approve the proposed reorganization and consequent budget amendments and to recommend approval of the same to the City Council. The motion passed unanimously.

## **7. Hiring of Assistant CAO for Management**

Councilor Paul asked why the Board had not been briefed on the nature of the litigation involving the recently hired Assistant CAO for Management, Scott Schrader. CAO Leopold responded that he had in fact advised the Board informally of the circumstances of Mr. Schrader's termination of employment with Cortland County and that as a consequence he was involved personally in litigation.

The meeting of the Board of Finance was then adjourned at 6:15 p.m.